

HCDC Grant Writer Job Description:

Under minimal direct supervision the Health Care Development Council (HCDC) grant writer works with HCDC members to seek and secure grant funding that supports the delivery of health care and health care education in line with the strategic priorities of St. Luke's and/or the College of Southern Idaho.

Duties and Responsibilities

Duties include, but are not limited to, the following:

- Understands and commits to the purpose of the HCDC and the strategic priorities of St. Luke's and/or the College of Southern Idaho.
- Acquires and maintains sound knowledge and understanding of the HCDC member organizations and uses that knowledge and understanding to better comprehend all projects and programs for which grant funding is sought.
- Supports grant writing efforts with the Center for Community Health, as directed by the HCDC.
- Pursues grant opportunities that are aligned with the priorities identified in the Community Health Needs Assessment.
- Maintains strong working relationships with both CSI and St. Luke's and works cooperatively and collegially with others.
- Continually researches, identifies, presents, and maintains sources of public and private grant opportunities that align with the strategic priorities of St. Luke's and/or the College of Southern Idaho.
- Gathers subject matter experts together for discussion and assembly of information pertinent to grant applications.
- Informs the HCDC of all relevant grant requirements, laws, and regulations (eligibility, timeline, type and amount of match, allowable expenditures, etc.)
- Contacts and follows up leads with granting organizations and agencies.
- As directed/approved by the HCDC, develops proposals, writes grants, gathers supporting documentation, and submits them to granting agency in a timely manner, meeting all agency guidelines/requirements, and complying with all applicable laws, regulations, policies, and procedures.
- Ensures quality, accuracy, and completeness of all submitted grant proposals (well researched, well-written, well-documented, with a well-developed budget).
- Meets established benchmarks for submission and successful applications (i.e., dollars brought in).
- Solves problems effectively, efficiently, and creatively.
- Utilizes sound judgment and maintains strict confidentiality.
- Assists with the continuous improvement of services, programs, activities, materials, policies, and procedures.
- Maintains working knowledge and understanding of and ensures compliance with all applicable laws, regulations, policies, and procedures.
- Responsibilities include idea generation, proposal development, grant submission and award, but do not include management of grants after they are awarded.
- Develops and maintains a master file of pending, existing, and past grants and contracts; utilizes digitization system.
- Coordinates and regularly attends HCDC meetings.
- Keeps HCDC members up to date concerning the status of each application.
- Provides orientation for new HCDC representatives.
- May perform other duties assigned.

Required Qualifications/Skills

- Bachelor's degree, from a regionally accredited higher education institution, in related field.
- Demonstrated experience in identifying, applying for, and receiving grants from public and private sources.
- Knowledge, understanding, and ability to perform all aspects of the job.
- Excellent written and oral communication skills.
- Excellent research, analysis, and reporting skills
- Excellent computer skills
- Ability to work cooperatively and collegially with others.
- Self-motivated with the ability to work independently.

Preferred Qualification/Skills

- Knowledge of higher education and/or the healthcare industry.
- Proven record of writing, submitting and securing major grants of \$100K+